

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Library Technician
Opening Date:	August 21, 2006
Closing Date:	September 8, 2006
Developmental Salary Range (CL 24):	\$31,826 - \$39,451
With Full Performance Salary Potential to:	\$51,716

The Circuit Library of the U.S. Court of Appeals for the Eleventh Circuit, Atlanta, Georgia, has an opening for a **Library Technician**. Persons interested in applying for this position should submit a cover letter and resume by **September 8, 2006 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background check as a condition of employment.

ORGANIZATION: The incumbent will report to the Technical Services Librarian and will perform a variety of duties associated with the acquisitions of library materials for Eleventh Circuit Libraries and judicial officers, using all available funds. Incumbent will also perform duties associated with maintaining records and the collection for the Circuit Library and will provide information and referral services to all library users.

REPRESENTATIVE DUTIES:

- Under the supervision of the Technical Services Librarian, prepares purchase orders for new titles as requested by judicial personnel, or renewal orders as notified by vendors following established guidelines, using UNICORN, the integrated library system in use by the Circuit Library. Assures that all information on purchase orders is correct and appropriate before submitting for signature of Technical Services Librarian. Communications with judges, court staff, publishers, vendors and the Administrative Office is necessary.
- Tracks receipt of purchases in conjunction with satellite librarians. Resolves problems of non-receipt and/or duplication of shipments, etc. including verbal and written communications with vendors and consignees. Creates receipt data for purchase orders and serials on UNICORN.
- Processes requests for changes, cancellation and/or transfer of existing subscriptions for libraries and all consignees and updates files.
- Under supervision of Technical Services Librarian, performs cataloging tasks including updating catalog records, item records and holdings in UNICORN.
- Under supervision of Technical Services Librarian, duplicates and maintains serials control records for Circuit Library and satellites. Edits serial prediction records, for Circuit Library and satellites, as publication patterns change to keep records accurate and consistent throughout the circuit.

- Creates and maintains routing lists for circulating issues with the Circuit.
- Receives, checks in, and files looseleaf services, pocket parts, and advance sheets to keep collection current and maintained.
- Performs proper shelf maintenance as needed.
- Suggests ways to improve operations and notifies the Technical Services Librarian of problems regarding any of the work assigned.
- Performs clerical duties and general office duties such as answering telephone, photocopying, work processing, sorting mail.
- Assists with filing, updating collection, shelf-reading, weeding and shifting as necessary in Circuit Library and performs special projects with branch librarians as needed.
- Serves as initial point of contact for judges, law clerks and other library patrons, over the phone, locates needed information or directs individuals to an appropriate source for further assistance.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Skill in the use of Windows-based personal computers and basic office applications software.
- Knowledge of SIRSI's Unicorn System preferred.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail
- Must be energetic and organized; able to perform multiple tasks and work well with others.
- Moderate to heavy physical activity may be involved in opening or lifting boxes of books, shifting books, and maintenance of library collections.
- College an advantage.
- Library experience an advantage.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicate the possession of, or the ability to acquire the particular knowledge and skills needed to perform the duties of a library technician.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience in, or closely related to, the work of a library technician that provided a knowledge of office clerical practices such as filing, telephone usage, recordkeeping, sorting and distributing mail and involved routine use of keyboard skills.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program.
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.